



Lighthouse

Trustee Information Pack

**Deadline for Applications: 12 Noon Friday 29<sup>th</sup> June 2018**

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## Foreword from Peter Gallagher, Chair

Dear Applicant

Thank you for expressing your interest in becoming a Trustee of Lighthouse. It is an exciting time for the Charity as we seek to build on our success to date.

In addition, we are looking for experienced individuals to join our Board. We are interested in hearing from people who want to help, are willing to dedicate time and energy to the cause and to our people and who share our passion for the Charity to grow.

We are aiming to recruit up to **four** new Board members with a diverse set of backgrounds, skills and experiences to enable us to be the best we can be.

In return we will keep you informed about our work, seeking your engagement and input. We will provide you with a full induction to the Charity's work and we will support you in your role as a trustee.

Our strategy headlines are noted below. We hope you will want to join us and help us shape the strategic direction of Lighthouse as we step forward. We are focused on building the next phase in the evolution of the charity across its charitable activities. We are ambitious to continue to grow and to serve more people in different ways.

I am delighted that we are working with Chief Officers 3rd Sector (CO3), to help with the recruitment process. If you have any initial queries relating to the post in the first instance please contact [recruitment@co3.bz](mailto:recruitment@co3.bz) or telephone 028 90 245356

Yours sincerely

Peter Gallagher, Chair, on behalf of the Lighthouse Board

## To Apply

Please submit a CV of not more than three A4 pages. This will be followed up with a conversation with Nora Smith from CO3 to talk you through the main roles and responsibilities.

## Essential Dates and next steps...

1. Please submit your CV by 12 Noon Friday 29 June 2018. Either

**Email:**

recruitment@co3.bz

Or

**Post:**

CO3  
34 Shaftesbury Square  
Belfast  
BT2 7DB

2. This will be followed up with a conversation with Nora Smith from CO3 to talk you through the main roles and responsibilities.
3. This will be followed by a conversation with a purpose with the Chair and two Committee members to see how you meet the criteria set out in the role description and the level of commitment you are able to make in this voluntary role.
4. There will be an opportunity for successful candidates to meet the full Board before they make a commitment to join.

## What we are looking for...

We are looking for individuals with a background in the private, public, voluntary or community sectors who can contribute to the strategic leadership and governance of the organisation. Taking account of the range of skills and experience of Lighthouse's current Board Members, we welcome strengthening the Board's collective portfolio of skills in the following areas:

- *Finance and Governance*
- *Marketing and Public Relations*
- *Business Development and Fundraising*
- *Previous Chair experience*

This is not an exhaustive list and if there are other skills and qualities that you feel relevant and would add value to the Lighthouse Board, please make an application.

Lighthouse is committed to diversity and equality of opportunity and welcomes applications from all sections of the community. In particular, we are seeking applications from young people, women, people with a disability and ethnic minorities.

## Time commitment

Trustees need to commit a minimum of 2 - 3 hours on a bi monthly basis to their role. The Trustee Board meets six times a year, in Belfast. Trustees also attend the Annual General Meeting and other strategic/planning meetings. You may also be invited to join a time-bound subcommittee to take forward project work.

## Trustee Role Profile

<b>Role purpose: To contribute to the leadership and governance of Lighthouse</b>	
<b>Key accountabilities</b>	<b>Key elements and tasks</b>
To contribute to the leadership of Lighthouse.	<ul style="list-style-type: none"> <li>• Contribute to the development and monitoring of Lighthouse's Strategic and Business Plans;</li> <li>• Uphold the aims, principles and values of Lighthouse;</li> <li>• Represent Lighthouse at local and regional events;</li> <li>• Communicate, explain and support the decisions of the Trustee Board.</li> </ul>
Contribute to effective decision making by the Trustee Board.	<ul style="list-style-type: none"> <li>• Prepare for, attend and contribute to 6 Trustee Board meetings each year;</li> <li>• Prepare for, attend and contribute to the Annual General Meeting;</li> <li>• Prepare for, attend and participate in Trustee strategic/planning days;</li> <li>• Participate in Trustee Board committees and working groups;</li> <li>• Represent Lighthouse at occasional meetings and events;</li> <li>• Apply independent judgement to all issues under discussion at Board meetings.</li> </ul>
Fulfil the legal requirements of being a Trustee.	<p>Ensure Lighthouse:</p> <ul style="list-style-type: none"> <li>• fulfils its charitable purposes;</li> <li>• is financially viable;</li> <li>• complies with all legal requirements;</li> <li>• fulfils its responsibilities as an employer;</li> <li>• understands the importance of good practice in human resources management and staff development;</li> <li>• is committed to ensuring equality of opportunity in service provision and employment;</li> <li>• has a process for appointing and monitoring the performance of the Chief Executive.</li> </ul>
Understand and promote the interests of Lighthouse and our clients	<ul style="list-style-type: none"> <li>• Seek to understand the impact of changes in public policy and the external environment on clients and the service;</li> <li>• Use network to promote knowledge of and support for Lighthouse's work;</li> </ul>

## Trustee Person Specification

Those interested in serving as a Lighthouse Trustee must be able to demonstrate that they:

1. Understand the diverse needs of clients and potential clients, and the aims, principles and values of Lighthouse, including a commitment to challenging discrimination.
2. Have relevant experience in the private, public, voluntary or community sectors either as an employee or on a volunteer basis including serving on a committee or Trustee Board.
3. Have leadership skills, including the ability to be objective, to probe and question, and to act decisively when necessary.
4. Are visionary, creative and passionate about Lighthouse's service, and prepared to invest energy in its success by learning and understanding its purpose and its stakeholders.
5. Can bring relevant professional skills to bear on our drive to deliver high quality services to an even wider range of people.
6. Are team players, able to listen and work with others, offering guidance and support, to ensure effective decision-making by the Board.
7. Understand the responsibilities of company directors and charity Trustees, the importance of good governance, and agree to work in accordance with any code (s) of practice agreed by the Board. Ongoing support, learning and development opportunities will be offered to Trustees with this.
8. Are able and willing to act impartially and apolitically.
9. Have strong analytical skills, can assimilate information and grasp complex issues quickly, and then apply independent judgment.
10. Financial acumen to help lead the charity in a changing financial climate.
11. Are good communicators, willing and able to promote the decisions of the Board and the interests of Lighthouse and its clients.

12. Can commit 2 - 3 hours on a bi-monthly basis to Trustee business, including attendance at Board, other meetings as required and to travel within Northern Ireland as necessary.

Candidates must disclose any information about their personal or professional life which in the Trustee Board's perception could bring Lighthouse into disrepute, including removals from previous governance roles, current or previous membership of organisations which may conflict with the aims, principles and values of the organisation, or behaviour which might be seen to undermine public confidence and trust.

Candidates must also disclose if they have been convicted of a crime which debars them from acting as a company director, or they are an undischarged bankrupt or disqualified to act as a company director.

Candidates must disclose any information which could give rise to a perception of conflict of interest with their role as a Lighthouse Trustee. This will not necessarily result in an inability to serve on the Board.

## **Expenses**

Trustees will be reimbursed for travel and subsistence costs when carrying out Trustee business.

## **Trustee Induction and support**

All new Trustees will be offered induction and supporting material.

## **Background to Lighthouse**

Lighthouse, a suicide prevention charity in North Belfast, supports those who have been bereaved through suicide and we are committed to providing support services to families who have lost loved ones and for individuals who are in crisis. Initially established in 2003 as a community response to a community problem (the exceptionally high incidence of suicide in North Belfast) Lighthouse has undergone various stages of growth and change; however, the core purpose of the organisation remains unchanged.

## Tackling Depression and Supporting Mental Health

We work extensively for the community in raising awareness and delivering support to people that have been affected by suicide or bereavement.

Lighthouse's counselling services vary because we have learnt that everyone is different and we need to be able to offer an appropriate service to cater for each person's individual needs.

Lighthouse offers a range of counselling services;

- Trauma counselling
- Bereaved family counselling
- Young person's counselling
- Crisis counselling
- Workshops, art, photography, computers and self-esteem

Complementary Therapy

- We offer complementary therapies, in a safe place to let go of physical aches and pains, allowing a sense of relaxation, a space to clear and relax the mind.

Support

- We run regular support groups for bereaved families and for those who self-harm. Lighthouse staff/volunteers will endeavour to be with a family within 48 hours when appropriate or necessary.

Welfare rights

- We hold a welfare rights clinic for advice on benefits and support.

## Annual Reports

Please find below links to Lighthouse's last 3 Annual Reports

[Annual Report 2016-2017](#)

[Annual Report 2014-2015](#)

[Annual Report 2013-2014](#)

## **Mission Statement**

Lighthouse is a community based organisation that promotes and supports positive mental health for those affected by suicide and self-harm.

## **Vision Statement**

A beacon of hope, saving lives and creating a brighter future.

## **Strategic Aims**

1. To provide accessible support services to people who are directly affected by suicide and self-harm.
2. To deliver educational and awareness raising activities to promote positive mental health, preventing suicide and self-harm.
3. To develop collaborative working relationships with other organisations and agencies concerned with suicide and self-harm.
4. To continue to improve and develop as a health and sustainable organisation.

## **Current Trustees**

Peter Gallagher

Malachai O'Hara

Katrina Hinfey

Julie Knight

Sean Donnelly